

ARTS EMERGENCY

**Fundraising Officer
Application Pack
December 2022**



Heila on work experience at
Output Arts. Photo Tishon
Nicholson.



About us

Arts Emergency is a mentoring charity and support network. Since 2013, we have worked to address the inequalities in the creative and cultural sectors. Founded in Hackney by two friends, activist Neil Griffiths and comedian Josie Long, we now support 1,300 brilliant young people across the UK. We provide guidance so they can chart their own course. We create connections to help them get ahead.

Our values

- We are bold, actively changing UK culture in a big, far-reaching way
- We are optimistic about the future and celebrate the best in human nature
- Community is fundamental to our existence and the success of our mission

Read more about our life-changing work in our [Impact Report](#)



78%

of mentees expanded their network in 2021

What we do

Arts Emergency provides 16-25 year olds in London, Greater Manchester, Merseyside and beyond with a trained mentor working in their field of interest. Mentors help Young Talent set goals, explore their passions and make decisions about higher education, training and careers.

After they complete a year of mentoring, Young Talent can continue to access opportunities, advice, resources and paid work from the Arts Emergency Network until they turn 26. The network is made up of thousands of cultural professionals who've all offered to share crucial gateways into hard to crack industries like TV, publishing and architecture with young people underrepresented in those fields. High profile members include comedians Nish Kumar and Sara Pascoe, actors Nikesh Patel and Julie Hesmondhalgh, and writers Neil Gaiman and Sarah Perry.

“Arts Emergency has done more for me than I ever thought possible, it has opened doors I thought were closed. It has given me hope.”

DEJI, YOUNG TALENT

Find out what our mentors and mentees have to say about us:

[Watch Arts Emergency's 2020 highlights](#) 



Olamide reads her poem at a Celebration event. Photo Lilla Nyeki.

Our plans for the future

Our vision is of a society where every young person gets a fair chance to flourish and every opportunity to contribute to the culture in which they live.

This is an exciting time to join Arts Emergency and help to shape the future of the organisation. In Spring 2022, we conducted a strategic review to inform our direction and update our mission and impact. We also recruited a new Chair and new board members to help us achieve this and welcomed a new Youth Collective, who ensure that young people's voices are amplified through our work. We are currently recruiting additional board members, including two Youth Collective members to serve on the board as Young Trustees.

This is a critical time as we expand nationally to meet the urgent need for our support. Having grown five-fold since 2016, we're aiming to work with up to 2,000 young people by 2024/25. We've identified ten priority areas across the UK that meet a combination of eligibility and viability criteria for new projects.

Our Community programme is also growing to support our Young Talent with their career progression and personal development. We will enhance our work experience and paid work opportunities in partnership with creative and cultural organisations, and offer each young adult on our programme tailored CV, interview and employability support. [↗](#)

Read more about our plans in our [Vision document](#)

87%

of Young Talent now feel more informed about their career choices



Hosanna on her Technical Theatre Apprenticeship.
Photo: Sim Canetty-Clarke

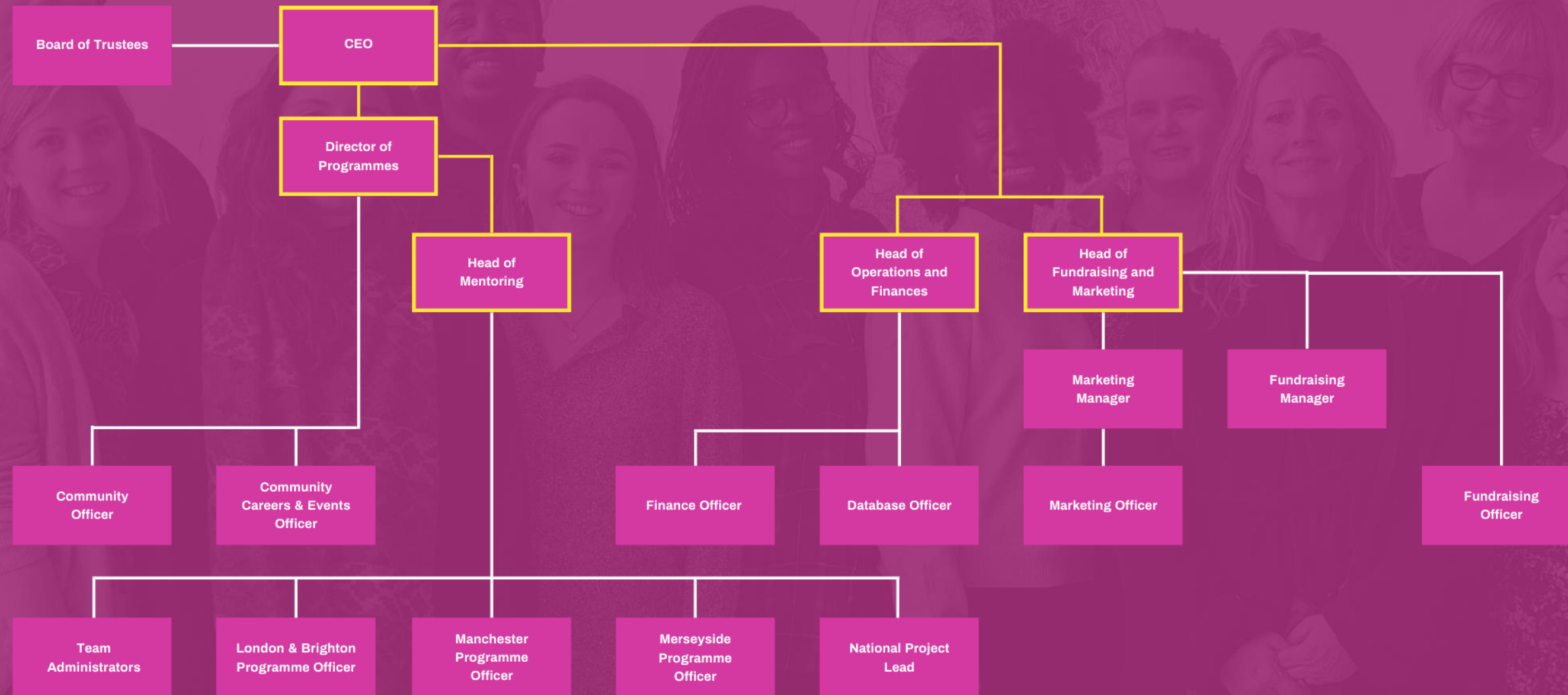
Our team

The Arts Emergency team is a group of passionate and dedicated staff and trustees who bring together a wealth of experience from the charity and cultural sectors.

[Meet our team](#) 

“I am thrilled to be part of the hugely important changes Arts Emergency is making to the industry and its legacy that has affected so many for the better, in such a short time.”

[YOMIAD](#)



Commitment to equality and diversity

Arts Emergency is committed to being a welcoming and inclusive organisation. We're dedicated to social justice and making the arts and humanities equitable for all. We help our volunteers to address the structural inequalities in the cultural and creative industries, and use our voice to influence gatekeepers to make real, long-term changes.

When we recruit we will always: **show the salary, pay a living wage,** and **won't demand a degree** as an essential criteria (unless a specific qualification is required for a role). We particularly welcome applications from disabled people, LGBTQIA+ people, Black, Asian and minority ethnic candidates.

“Our future cultural landscape is in danger of being populated exclusively by the children of the wealthy and well-connected. I love Arts Emergency because it works to bridge this gap. To create the opportunities that have been taken away.”

JULIE HESMONDHALGH, ACTOR

We are committed to the employment and development of disabled people. We guarantee to interview anyone with a disability whose application meets the person specification for a post. To be invited to interview, you must show in your application that you meet the person specification for the role. If you tell us that you have a disability we can make reasonable adjustments to the interview process, and, if you join us, to your work arrangements. If you'd like to discuss any access needs or adjustments please get in touch.

London Celebration Event.
Photo: Lilla Nyeki.



Fundraising Officer

**Permanent,
Part-time (21 hours per week),
£26, 250 pro rata**

This role focuses on thanking and looking after our large network of donors (1500+ monthly donors and many more one-off donors). As Fundraising Officer, you will be the first line of support for fundraising enquiries and be responsible for updating the fundraising database, thanking all new donors and conducting research into new funding opportunities. It's a very rewarding post, in which you'll interact with lots of interesting and generous people, and play a role in transforming young people's life chances.

It's a fun and rewarding role where you'll work closely with our Head of Fundraising & Marketing, Fundraising Manager, Marketing Manager, Marketing Officer, and the wider Arts Emergency team around the country.

Key tasks

- Provide first line support for all fundraising enquiries and ensure they are followed up appropriately and in a timely manner
- Ensure the fundraising database is up to date, using it to log gifts, and appropriately engage individual donors
- Ensure that Gift Aid declarations are recorded and up to date
- Support the Head of Fundraising & Marketing in preparing monthly and quarterly income reports, particularly overseeing reporting on smaller and community donations
- Send thank you emails and post packs to donors at all levels, and keep the website up to date with donor recognition
- Coordinate donor relationships and user experiences within Arts Emergency for small regular and one-off donors (giving less than £1,000/year) and for community fundraisers
- Conduct detailed, on-going research into new funding opportunities and prospective supporters
- With the wider team, design a schedule of innovative donor events and coordinate preparation including invites and guest lists
- Contribute to donor communications on social media
- Prepare great presentations and reports as required

- Undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post
- Form strong working relationships across the organisation
- Always maintain the ethos and values of Arts Emergency and positively promote the work and activities of the charity

Key results/objectives

- Records of fundraising activity are well maintained on the fundraising database
- Our community and low-level supporters are appropriately engaged and mobilised to further our strategic aims
- All donors are thanked by email or post
- Fundraising inquiries are responded to promptly and appropriately
- Contact with the team has been clear and proactive. Issues have been addressed quickly and reported on regularly
- Community fundraisers are well looked after and reported on regularly
- All other fundraising administrative tasks are completed accurately

Person specification

Qualifications

- No particular qualification is required for this role

Skills & Abilities

- Capability in Microsoft Office programmes
- Strong IT skills including online CMS databases
- Good administrative and organisational abilities
- Great interpersonal and relationship building skills
- Great writing skills and the ability to communicate clearly and emotively
- The ability to manage your time, work to deadlines and under pressure, balancing several priorities at once
- Excellent attention to detail and accuracy, ensuring tasks meet the brief, incorporating all necessary elements and are error free
- Ability to create and communicate big ideas

Personal qualities

- A commitment to upholding our values of being bold, optimistic and community led
- Passionate and driven to make a positive impact on the world
- Always learning: a motivated self-starter
- Resourceful, embracing change and challenges

- Ability and discipline to work independently and communicate proactively with the team
- Enthusiasm for work in a small but very ambitious environment

Knowledge

- A demonstrable grasp of general fundraising principles and best practice in fundraising from a variety of audiences (e.g Individuals, Communities, Major Donors, Companies)
- A good understanding of diversity and access issues within the cultural industries or state/higher education sector
- Familiar with Institute of Fundraising codes of practice, UK tax law and data protection legislation

Experience

- One year working in a fundraising environment (perhaps at college/university, through an internship or other opportunity)
- Experience of donor stewardship and relationship fundraising
- Experience of prospect research
- Experience of event coordination

Special attributes

- Up-to-date knowledge and interest in arts and culture
- A demonstrable passion for social justice and/or equality and inclusion work

Working conditions

The role can be home or office based. Arts Emergency operates a 35 hour week (21 hours for this role) and we will consider requests for compressed or annualised hours.

Arts Emergency head office is at Unit W3, 8 Woodberry Down, London N4 2TG and our Manchester office is at Peter House, Oxford Street, Manchester M1 5AN. We also have access to Spaces offices around the country which can be used by all staff if an office space is needed outside these areas.

We will occasionally ask you to travel to other offices or locations for training and whole-team or departmental away days. Travel expenses will be covered and we will offer remote options when necessary, and ensure accessibility requirements are taken into account.

There may be occasional evening and weekend work. We operate a time-off-in-lieu system.

How to apply

1. **Download and fill in the application form**. The application includes two parts. In Part One you will provide personal details. Part Two asks for information relating to your job history and relevant qualifications, plus questions in relation to the job specification.
2. **Click here** to complete our Equality and Diversity Monitoring Survey*
3. Once completed, send the application (Parts One and Two) to **jobs@arts-emergency.org** by 11:59pm on Monday 16 January 2023 with **AEFO** in the subject line.

Contact us

+44 (0)20 7683 1077

jobs@arts-emergency.org

www.arts-emergency.org

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8 Woodberry Down
London
N4 2TG

Registered Charity Number 1152377

Please see our **privacy policy** to find out more about how we handle your data. You'll also find further information within the application form.

*The survey is anonymous and not linked in any way to your application. Any information you provide will be used by Arts Emergency to monitor the demographics of candidates applying for roles and make improvements in line with our diversity and inclusion ambitions. This data will be treated in accordance with the General Data Protection Regulation 2018